

**POSITION DESCRIPTION**  
**COUNTY OF BARTHOLOMEW, INDIANA**

**POSITION:** Environmental Health Specialist/Public Health Preparedness Coordinator II  
**DEPARTMENT:** Health  
**DIVISION:** Environmental Health  
**WORK SCHEDULE:** 8:00 a.m. – 5:00 p.m., M-F  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** July 1992

**STATUS:** Full-time

**DATE REVISED:** Aug. 2013, Oct. 2015, Aug. 2021

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Bartholomew County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Environmental Health Specialist/Public Health Preparedness Coordinator II for the Bartholomew County Health Department, Environmental Health Division, responsible for providing a variety of environmental investigating, testing, permitting, and educational services to County residents.

**DUTIES:**

Supervises and directs assigned personnel, including interviewing candidates, making hiring recommendations/decisions, orienting new subordinates, planning/delegating/controlling work assignments, establishing specific work goals, training/developing/motivating staff, keeping supervisor and assigned staff informed, maintaining discipline, and recommending corrective action.

Conducts site inspections to approve completed projects, review malfunctions, and complete home loan evaluations; completes required paperwork, issues conditional permits when appropriate, and assures compliance with all permit requirements.

Takes public complaints concerning inadequate housing, open burning and dumping, and other potential code violations; conducts site inspections, takes photographs, and works with involved parties to resolve conflicts and assure compliance with applicable codes.

Maintains file documentation for complaint investigations and prepares required reports, summaries, and/or warning letters as appropriate; conducts follow-up inspections to assure compliance and refers on-going violations to Supervisor.

Answers telephone and assists office visitors with environmental health concerns; provides information/assistance, schedules appointments, reviews construction plans and specifications, accepts applications, and/or refers complaints to co-workers or more appropriate agency.

Maintains communication with personnel from the Indiana State Department of Health and the Indiana Department of Environmental Management, and other State and County agencies to advise them of problems and complaints under their jurisdiction, coordinate services and procedures, and research codes and regulations.

Inspects food-service establishments twice yearly; completes standard checklists and inspection forms, identifies violations, and works with establishment managers to review inadequacies and provide necessary information and education. Forwards inspection reports to Supervisor accordingly and conducts additional inspections to assure compliance schedules are maintained.

Investigates food-borne illness reports; conducts complete inspections, collecting test samples, and prepares and forwards related reports and documentation to Supervisor.

Conducts a variety of miscellaneous tests and inspections, including collecting water samples, testing for indoor air pollutants, investigating communicable diseases, and resolving vector/rodent problems; completes related reports and documentation, reviews test results, makes recommendations, and/or takes appropriate corrective actions accordingly.

Prepares and/or conducts educational programs and projects as requested by local schools and other organizations; conducts and/or assists with annual food sanitation education and certification program as needed.

Attends weekly and monthly staff meetings to share professional knowledge, coordinate Division operations, and review and resolve specific cases; attends local meetings and/or serves on committees as assigned.

Maintains current professional knowledge, including all assigned Department readings and a variety of professional education workshops, training and certification seminars, and conferences.

Prepares and/or assists Supervisor with a variety of daily, monthly, and annual reports; forwards reports and documentation to Supervisor and/or regulating agencies as required.

Completes special projects and programs as assigned, such as underground tank surveys, audio-video productions, vehicle and equipment maintenance, and information programs.

Assists other departments and agencies in public health related services.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

Baccalaureate degree in public health, physical sciences, biology, or related field.

Must be at least 21 years of age.

Possession of and ability to maintain required certifications, including ServSafe certifications, Swimming Pool Operator license, Pest Control license, Vector Treatment applicator, and NIMMS training.

Working knowledge of federal, state, and local laws, ordinances, and regulations governing environmental and food sanitation, with ability to conduct investigations, perform testing and sampling procedures, and assure compliance with all legal requirements.

Working knowledge of standard practices and principles of public and environmental health science/regulation, biology, chemistry, and related areas.

Working knowledge of Department standard operating procedures, with ability to complete inspections, prepare reports and documentation, and assist Supervisor with developing and enforcing compliance schedules accordingly.

Working knowledge of standard English grammar, spelling, and punctuation with ability to prepare correspondence, documents, and detailed written reports.

Ability to supervise and direct assigned personnel, including interviewing candidates, making hiring recommendations/decisions, orienting new subordinates, planning/delegating/controlling work assignments, establishing specific work goals, training/developing/motivating staff, keeping supervisor and assigned staff informed, maintaining discipline, and recommending corrective action.

Ability to properly operate vehicles and a variety of standard equipment, including computers, calculators, surveying equipment, pool testing equipment, scientific measurement devices, and other equipment as needed.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements and Health Insurance Portability and Accountability Act (HIPAA).

Ability to effectively communicate orally and in writing with co-workers, other County departments, Indiana State Department of Health, Indiana Department of Environmental Management, Office of Technical Code Enforcement, Red Cross personnel, IEHA Southeast Chapter personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to understand, memorize, retain and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and on several tasks at the same time, often under time pressure.

Ability to apply knowledge of people and locations.

Ability to read, research, and interpret blueprints, project plans and specifications, soil profiles, topographic maps, and other environment-related information sources.

Ability to perform arithmetic operations, such as counting, adding, subtracting, computing, and calculating.

Ability to compare or observe similarities or differences between data/people/things, perform arithmetic operations with data, analyze/compile/collate/evaluate data, make data-driven decisions.

Incumbent occasionally works extended hours/evenings/weekends, travels out of town for meetings and training, sometimes overnight, and responds to emergencies on a 24-hour basis.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent performs environmental inspection, education, and enforcement duties in accordance with standard professional practices, technical specifications, and standard operating procedures, exercising judgment to develop appropriate sewage disposal systems, resolve environmental health problems and complaints, and assure compliance with all legal requirements. Incumbent's work involves a variety of sanitation, food protection, and enforcement duties, including a broad range of individual cases and concerns that often require careful consideration of complex circumstances and variables.

## **III. RESPONSIBILITY:**

Incumbent assures compliance with all sanitation and health requirements throughout assigned County area, including inspecting individual sites, issuing and denying permits, and resolving complaints and problems. Objectives and guidelines of Incumbent's work are well established, with all unusual problems and conflicts with members of the public reviewed with and/or referred to Supervisor prior to resolution. Work is reviewed for soundness of judgment, attainment of objectives, and compliance with all applicable policies, standard operating procedures, and legal requirements.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains communication with co-workers, other County departments, Indiana State Department of Health, Indiana Department of Environmental Management, Office of Technical Code Enforcement, Red Cross personnel, IEHA Southeast Chapter personnel, and the public for the purposes of exchanging information, rendering services, negotiating solutions, and providing instruction and mentoring.

Incumbent reports directly to Director of Environmental Health.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs a majority of duties in a standard office environment and in the field, outdoors and in vehicles, including sitting/walking at will, standing/walking for long periods, walking on uneven terrain, driving, lifting/carrying objects weighing under 25 pounds, handling/grasping objects, crouching, kneeling, bending, reaching, close/far vision, color perception, hearing sounds/communication, and speaking clearly. Incumbent may be exposed to fumes, odors, dust, and dirt. Safety precautions must be followed at all times to avoid injury to self and others.

Incumbent occasionally works extended hours/evenings/weekends, travels out of town for meetings and training, sometimes overnight, and responds to emergencies on a 24-hour basis.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Environmental Health Specialist/Public Health Preparedness Coordinator II for the Bartholomew County Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type Name